

**PEOPLE LIKE US****Celebrating Cultural Diversity**

120 p. 1982. Illustrated. \$9.95 plus 85c p & p  
*People Like Us* is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

**ELECTRICAL THEORY AND PRACTICE****N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

260 p. 1981. Illustrated. \$22.50 plus \$3.00 p & p  
 First published in 1977, this 1981 revised edition of *Electrical Theory and Practice* has been written by the staff of the Technical Correspondence Institute to assist in the education of apprentices and others in the electrical trade. In scope it covers the syllabus content up to and including the trade certificate or registration examination. The text is supported by over 350 illustrations.

**STYLE BOOK****GOVERNMENT PRINTING OFFICE**

248 p. 1981 third edition. \$12.50 plus \$1.50 p & p  
 Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

**NEW ZEALAND OFFICIAL YEARBOOK**

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**NEW ZEALAND POCKET DIGEST OF STATISTICS**

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**TRUCK OPERATING COSTS**

In the case of vehicles used for business purposes, especially trucks, it is essential that a record be kept of vehicle expenditure and performance. This annual will assist operators of motor vehicles ranging from 3.2 tonne petrol trucks to 45.0 tonne heavy articulated diesel trucks to identify and possibly reduce operating costs.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**CAR OPERATING COSTS**

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE****STATE SERVICES COMMISSION**

34 p. 1982 reprinted. \$2.75 plus 55c p & p  
 Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

**OPEN JUSTICE***A Guide to Information Within the Department of Justice***DEPARTMENT OF JUSTICE**

88 p. 1982. \$3.50 plus 55c p & p  
 Produced jointly by Brian Priestley and the Department of Justice, this publication is intended to capture and hold the reader's attention and facility to ready referencing of the subject covered. It does this admirably in being a guide to the information available to the public within one of New Zealand's most important and complex Government departments, as well as a booklet which is likely to be read and considered by many people interested in the campaign for more openness in government.

**WAYS AND MEANINGS***A Guide to Interviewing Pacific Islanders***STATE SERVICES COMMISSION**

8 p. 1981. \$1.00 plus 40c p & p  
 This booklet is intended as a guide for those whose work involves interviewing, for various purposes, recent Pacific Island migrants to New Zealand.

**WHO MAKES SOCIAL POLICY?****N.Z. PLANNING COUNCIL**

60 p. 1982 N.Z. Planning Council. Paper No. 20. \$5.25 plus 85c p & p  
 This report is largely descriptive and interpretive. It reaches conclusions, but stops short of making recommendations for improvement. It is believed that its analysis and conclusions will be useful to many people concerned with social policy, inside and outside the Government system.

**THE BOAT OWNER'S GUIDE TO CORROSION***by L. H. Bolton***DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

31 p. 1982. Illustrated. D.S.I.R. Info. Series No. 155 \$4.25 plus 55c p & p

Much has been written about marine corrosion and its mitigation and yet the same problems and many old misconceptions still seem to persist. This booklet aims to assist the boat owner to identify the basic types of metallic corrosion, to understand their causes and the procedures that should be followed to avoid corrosion situations from developing in the first instance.

**THE PATH TO REFORM***Edited by C. Burns*

219 p. 1982. \$15.75 plus \$1.50 p & p  
 The Path to Reform, derived from the 1981 Convention of the New Zealand Institute of Public Administration is about the path to administrative reform in the State Services in New Zealand. It continues the exploration of the States Services begun in "*State Servants and the Public in the 1980's*" and continued in the "*Accountability of Executive*." Like its predecessors, "*The Path to Reform*" reads like a Who's Who of New Zealand public administrators.

**EFFECTIVE MANAGEMENT: For Busy Managers****STATE SERVICES COMMISSION**

114p. 1974. \$4.95 plus 55c p & p  
 Management has been described as "what managers do". But what is that? Getting things done? Getting other people to do them? Using resources economically? And what does the 'effective' manager do? This book looks at answers to such questions. It has been written as an introduction to the subject, especially for New Zealand managers who want to manage their organisation better.